

**Salaries Survey
Frequently Asked Questions**

QUESTION: Is the Salaries component applicable to all institutions?

ANSWER: NO. The Salaries component is only applicable to all 4-year institutions (both degree-granting and non-degree-granting) and to all degree-granting 2-year institutions. Also, the Salaries component is not applicable if ALL instructional faculty fall into any one of the following categories:

- All instructional faculty are employed on a part time basis.
- All instructional faculty are military personnel.
- All instructional faculty contribute their services (e.g., are members of a religious order).
- All instructional faculty teach pre-clinical or clinical medicine.

All applicable institutions are required to complete the Salaries component annually.

QUESTION: What data are collected for the Salaries component?

ANSWER: The Salaries component collects the total number of full-time instructional faculty at the institution, by academic rank, gender, and length of contract or teaching period, as well as the total salary outlay. Outlays for fringe benefits and the number of full-time instructional faculty covered by these benefits are also collected.

QUESTION: What are the major changes for Salaries from Winter 2002-2003 to Winter 2003-2004?

ANSWER: The following changes have been implemented:

- "Teaching period" has been added to the references to "contract length" for clarity.
- The Salaries screening question that relates to the type of contract length/teaching period of full-time instructional faculty has been restructured into a 2-part question for clarity.
- The screening questions for the tuition and housing plan benefits have been restructured into a 3-option format for clarity.
- Ramifications to the responses to the screening questions have been added to explain what happens when certain answers are provided.

QUESTION: **How often are data for the Salaries component collected?**

ANSWER: Salaries data are collected annually during the Winter cycle.

QUESTION: **What is the period of reporting for Salaries?**

ANSWER: Institutions should report those persons on the payroll of the institution as of November 1 of the collection year.

QUESTION: **What types of employees should be included in Salaries?**

ANSWER: The following types of employees should be included in Salaries:

- Full-time instructional faculty on sabbatical leave and persons who are on leave but remain on the payroll. (Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.)
- Full-time instructional faculty hired to temporarily replace full-time instructional faculty on sabbatical leave or on leave without pay.
- "Visiting" faculty paid by your institution.
- Chairs of departments (if their principal activity is instruction). (Report such faculty at their contracted faculty salary.)
- Adjunct faculty employed on a full time basis.
- Faculty at off-campus centers associated with the campus covered by this report. (Does not include faculty who work at branch campuses located in a foreign country.)

QUESTION: **What types of employees should NOT be included in Salaries?**

ANSWER: The following types of employees should NOT be included in Salaries:

- Instructional faculty on leave without pay.
- Instructional faculty who are employed on a part time basis.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Employees who work strictly in hospitals associated with medical schools.
- Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, registrar, coach, etc., even though they may devote part of their time to classroom instruction.

- Undergraduate or graduate students who assist in the instruction of courses and have titles such as graduate or teaching assistant, teaching associate, teaching fellow, etc.

QUESTION: How do I classify instructional faculty by contract length/teaching period?

ANSWER: Instructional faculty should be reported as having either:

- Less-than-9-month,
- 9/10-month, or
- 11/12-month salary contracts/teaching periods.

Contract lengths or teaching periods should be reported on the basis of the actual contracted (teaching) period, not on the basis of the number of installments in which salaries are paid. The term, less-than-9-month salary contract/teaching period, applies to individuals who are employed full time for less than 9 months. The term, 9/10-month salary contract/teaching period, applies to individuals who are employed full time for two semesters, three quarters, two trimesters, two 4-month sessions or the equivalent. The term, 11/12-month salary contract/teaching period, applies to individuals who are employed full time for 11 or 12 months.

QUESTION: What is meant by a restricted tuition plan (dependents only) benefit and a restricted housing plan benefit?

ANSWER: A restricted tuition plan (dependents only) is a plan for dependents (e.g., spouses, children, etc.) of faculty members that restricts the beneficiary to attendance at only the institution where the faculty member is employed. A restricted housing plan is a plan that restricts beneficiaries to choose from only institution-owned housing.

QUESTION: How is the Salaries component related to the other employee-related components (Employees by Assigned Position and Fall Staff)?

ANSWER: All faculty reported in the Salaries component are to be included in the Employees by Assigned Position (EAP) component, full-time, non-medical category, as either Primarily instruction or Instruction combined with research and/or public service. There is no direct relationship between Salaries and Fall Staff other than the number of full-time faculty on the Fall Staff form should be greater than or equal to the number of full-time instructional faculty reported on Salaries.